

Safety Attribute Inspection (SAI) Data Collection Tool

6.1.3 Flight Attendant Duty / Rest Time (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To ensure that flight attendants are assigned duty and rest periods, and/or flight time if applicable, in compliance with regulations.

Objective (FAA oversight):

- To determine if the certificate holder's Flight Attendant Duty/Rest Time process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Flight Attendant Duty/Rest Time process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Flight Attendant Duty/Rest Time process.

Specific Instructions:

- The inspector will review the certificate holder's operations specifications, particularly paragraph A032, to determine if the certificate holder has adopted the flight crewmember flight time limitations and rest requirements rule for its flight attendants.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.43(c)
 - 119.5(l)
 - 119.7(a)(1)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(24)
 - 121.135(b)(3)
 - 121.391(c)
 - 121.467(a)
 - 121.467(b)
 - 121.467(b)(1)
 - 121.467(b)(10)
 - 121.467(b)(11)
 - 121.467(b)(12)
 - 121.467(b)(13)
 - 121.467(b)(14)
 - 121.467(b)(2)
 - 121.467(b)(3)

- SRRs:
 - 121.467(b)(4)
 - 121.467(b)(5)
 - 121.467(b)(6)
 - 121.467(b)(7)
 - 121.467(b)(8)
 - 121.467(b)(9)
 - 121.467(c)
 - 121.467(c)(1)(i)
 - 121.467(c)(1)(ii)
 - 121.467(c)(1)(iii)
 - 121.467(c)(1)(iv)
 - 121.683
 - 121.683(a)(1)
 - 121.683(b)
 - 121.683(c)
 - A.003Airplane Authorization
 - A.032Adoption of Flight Crewmember Flight Time

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - Amendment 121-241 59FR42974
 - Interpretation 1997-6 "Federal Aviation Decisions"
 - HBAT 98-08
 - FAA Order 8400.10, volume 3, chapter 16, section 6, paragraph 2405

SAI SECTION 1 - PROCEDURES ATTRIBUTE

Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Flight Attendant Duty/Rest Time process.
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the Flight Attendant Duty/Rest Time process.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual meet the specific regulatory and FAA policy requirements for a Flight Attendant Duty/Rest Time process:	
1.1.	Does the certificate holder's manual system include instructions and information necessary to: SRRs: 121.135(a)(1)	
1.1.1	Allow personnel to assign a duty period to a flight attendant in domestic, flag, or supplemental operations only when the applicable duty period limitations and rest requirements are met, except as provided in 14 CFR part 121, section 121.467(c)? SRRs: 121.467(b) <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual system contains instructions and information for personnel assigning a duty period to a flight attendant so that the applicable duty period limitations and rest requirements are met. <i>Sources:</i> 121.135(a)(1); 121.467(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	Prohibit personnel from assigning a flight attendant in domestic, flag, or supplemental operations to a scheduled duty period of more than 14 hours, except as provided in 14 CFR part 121, sections 121.467(b)(4), (b)(5), and (b)(6)? SRRs: 121.467(b)(1) <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>does not assign a flight attendant to a scheduled duty period of more than 14 hours, except as provided in 14 CFR section 121.467 (b)(4), (b)(5) and (b)(6).</p> <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(1)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	
1.2.	<p>Does the certificate holder's manual system instruct personnel to give a flight attendant who is scheduled to a duty period of 14 hours or less, as provided under 14 CFR part 121, section 121.467(b)(1), a scheduled rest period of at least 9 consecutive hours to occur between the end of the scheduled duty period and the beginning of the next duty period, except as provided in part 121, section 121.467(b)(3)?</p> <p><i>SRRs:</i> 121.135(a)(1); 121.467(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that a flight attendant scheduled to a duty period of 14 hours or less must be given a scheduled rest period of at least 9 consecutive hours, except as provided in 14 CFR section 121.467(b)(3). <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(2)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 2. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(2)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	<p>Does the certificate holder's manual system allow personnel to schedule or reduce to 8 consecutive hours the rest period required under 14 CFR part 121, section 121.467(b)(2), if the flight attendant is provided a subsequent rest period of at least 10 consecutive hours scheduled to begin no later than 24 hours after the beginning of the reduced rest period and occurring between the end of the scheduled duty period and the beginning of the next duty period?</p> <p><i>SRRs:</i> 121.135(a)(1); 121.467(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system has instructions and information to personnel concerned that the rest period required under 14 CFR section 121.467 paragraph (b)(2) may be scheduled or reduced to 8 consecutive hours if the flight attendant is provided a subsequent rest period of at least 10 consecutive hours. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(3)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 2. Check that the Certificate Holder's manual system has instructions and information to personnel concerned that the subsequent rest period is scheduled to begin no later than 24 hours after the beginning of the reduced rest period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(3)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 3. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the subsequent rest 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.</p> <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(3)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	
1.4.	<p>Does the certificate holder's manual allow personnel to assign a flight attendant to:</p> <p><i>SRRs:</i> 121.135(a)(1)</p>	
1.4.1	<p>A scheduled duty period of more than 14 hours, but no more than 16 hours, if the certificate holder also assigns to those flights at least one flight attendant in addition to the minimum flight attendant complement required under the certificate holder's operations specifications?</p> <p><i>SRRs:</i> 121.467(b)(4)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If the Certificate Holder assigns a flight attendant to a scheduled duty period of more than 14 hours, but no more than 16 hours, check that the Certificate Holder's manual system contains instructions and information to personnel concerned that at least one additional flight attendant is to be assigned to the minimum flight attendant complement required under the Certificate Holder's operations specifications for the entire duty period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(4)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.2	<p>A scheduled duty period of more than 16 hours, but no more than 18 hours, if the certificate holder also assigns to those flights at least two flight attendants in addition to the minimum flight attendant complement required under the certificate holder's operations specifications?</p> <p><i>SRRs:</i> 121.467(b)(5)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If the Certificate Holder assigns a flight attendant to a scheduled duty period of more than 16 hours, but no more than 18 hours, check that the Certificate Holder's manual system contains instructions and information to personnel concerned that at least two additional flight attendants are to be assigned to the minimum flight attendant complement required under the Certificate Holder's operations specifications for the entire duty period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(5)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.3	<p>A scheduled duty period of more than 18 hours, but no more than 20 hours, if the scheduled duty period includes one or more flights that land or take off outside the 48 contiguous states and the District of Columbia, and the certificate holder also assigns to those flights at least three flight attendants in addition to the minimum flight attendant complement required under the domestic certificate holder's operations specifications?</p> <p><i>SRRs:</i> 121.467(b)(6)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If the Certificate Holder assigns a flight attendant a scheduled duty period of more than 18 hours, but no more than 20 hours, check that the Certificate Holder's manual system contains instructions and 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>information to personnel concerned that the scheduled duty period includes one or more flights that land or take off outside the 48 contiguous states and the District of Columbia, and that at least three additional flight attendants are to be assigned to the minimum flight attendant complement required under the Certificate Holder's operations specifications for the entire duty period.</p> <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(6)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	
1.5.	<p>Does the certificate holder's manual require personnel to schedule a flight attendant for a rest period in accordance with 14 CFR part 121, sections 121.467(b)(7) or (b)(8), when that flight attendant was scheduled to a duty period of more than 14 hours, but no more than 20 hours?</p> <p><i>SRRs:</i> 121.135(a)(1); 121.467(b)(7); 121.467(b)(8)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that a flight attendant scheduled to a duty period of more than 14 hours but no more than 20 hours, must be given a scheduled rest period of at least 12 consecutive hours. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(7)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 2. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(7)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 3. If the Certificate Holder schedules or reduces the rest period required under 14 CFR section 121.467 paragraph (b)(7) to 10 consecutive hours, check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the flight attendant must be provided a subsequent rest period of at least 14 consecutive hours. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(8)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 4. If the Certificate Holder schedules or reduces the rest period required under 14 CFR section 121.467 paragraph (b)(7) to 10 consecutive hours, check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the subsequent rest period must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(8)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <ol style="list-style-type: none"> 5. If the Certificate Holder schedules or reduces the rest period required under 14 CFR section 121.467 paragraph (b)(7) to 10 consecutive hours, check that the Certificate Holder's manual system contains instructions and information to personnel concerned that the subsequent rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period. <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(8)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<i>Interfaces: 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</i>	
1.6.	<p>If a certificate holder conducting domestic, flag, or supplemental operations elects to reduce a flight attendant's rest period under 14 CFR part 121, section 121.467(b)(8), does the certificate holder's manual prohibit personnel from scheduling that flight attendant to a duty period of more than 14 hours during the 24 hour period starting after the beginning of the reduced rest period?</p> <p>SRRs: 121.135(a)(1); 121.467(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If a Certificate Holder reduces the rest period to 10 hours as authorized by 14 CFR section 121.467 paragraph (b)(8) of this section, check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder does not schedule a flight attendant for a duty period of more than 14 hours during the 24-hour period beginning after the reduced rest period. <p>Sources: 121.135(a)(1); 121.467(b)(9)</p> <p><i>Interfaces: 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.	<p>Does the certificate holder's manual prohibit assignment of a flight attendant to any duty period with the certificate holder unless that flight attendant has had at least the minimum rest required under 14 CFR part 121, section 121.467?</p> <p>SRRs: 121.135(a)(1); 121.467(b)(10)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder does not assign a flight attendant to any duty period with the Certificate Holder unless the flight attendant has had at least the minimum rest required under 14 CFR part 121.467. <p>Sources: 121.135(a)(1); 121.467(b)(10)</p> <p><i>Interfaces: 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.	<p>Does the certificate holder's manual prohibit assignment of a flight attendant to any duty with the certificate holder during any required rest period?</p> <p>SRRs: 121.135(a)(1); 121.467(b)(11)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder does not assign a flight attendant to perform any duty with the Certificate Holder during any required rest period. <p>Sources: 121.135(a)(1); 121.467(b)(11)</p> <p><i>Interfaces: 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	<p>Does the certificate holder's manual exclude from a required rest period time spent in transportation, not local in character, as defined in 14 CFR part 121, section 121.467(b)(12)?</p> <p>SRRs: 121.135(a)(1); 121.467(b)(12)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains information 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>that time spent in transportation, not local in character, that the Certificate Holder requires of a flight attendant and provides to transport the flight attendant to an airport at which that flight attendant is to serve on a flight as a crewmember, is not considered part of a rest period.</p> <p><i>Sources:</i> 121.135(b)(24); 121.467(b)(12)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <p>2. Check that the Certificate Holder's manual system contains information that time spent in transportation, not local in character, that a Certificate Holder requires of a flight attendant and provides to transport the flight attendant from an airport at which the flight attendant was relieved from duty to return to the flight attendant's home station, is not considered part of a rest period.</p> <p><i>Sources:</i> 121.135(b)(24); 121.467(b)(12)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	
1.10.	<p>Does the certificate holder's manual require personnel to relieve each flight attendant from all duty for at least 24 consecutive hours during any 7 consecutive calendar days as required by 14 CFR part 121, section 121.467(b)(13)?</p> <p><i>SRRs:</i> 121.135(a)(1); 121.467(b)(13)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder relieves each flight attendant engaged in air transportation from all further duty for at least 24 consecutive hours during any 7 consecutive calendar days.</p> <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(13)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.11.	<p>Does the certificate holder's manual inform personnel that a flight attendant is not considered to be scheduled for duty in excess of duty period limitations if the flights to which the flight attendant is assigned are scheduled and normally terminate within the limitations but, due to circumstances beyond the control of the certificate holder, are not at the time of departure expected to reach their destination within the scheduled time?</p> <p><i>SRRs:</i> 121.135(b)(24); 121.467(b)(14)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that a flight attendant is not considered to be scheduled for duty in excess of duty period limitations if the flights to which the flight attendant is assigned are scheduled and normally terminate within the limitations, but due to circumstances beyond the control of the Certificate Holder (such as adverse weather conditions) are not at the time of departure expected to reach their destination within the scheduled time.</p> <p><i>Sources:</i> 121.135(a)(1); 121.467(b)(14)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.	<p>If a certificate holder elects to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to flight attendants, does the certificate holder's manual contain written procedures that:</p>	

	SRRs: 121.135(a)(1); 121.467(c)	
1.12.1	<p>Apply to all flight attendants used in the certificate holder's operation?</p> <p>SRRs: 121.467(c)(1)(i)</p> <p><i>Related Design JTIs:</i></p> <p>1. If a Certificate Holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to flight attendants, check that the Certificate Holder's manual system contains written procedures that apply to all flight attendants used in the Certificate Holder's operation.</p> <p><i>Sources:</i> 121.467(c)(1)(i)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.2	<p>Include the flight crewmember requirements contained in 14 CFR part 121, subparts Q, R, or S, as appropriate, except that rest facilities onboard the aircraft are not required?</p> <p>SRRs: 121.467(c)(1)(ii)</p> <p><i>Related Design JTIs:</i></p> <p>1. If a Certificate Holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to flight attendants, check that the Certificate Holder's manual system contains written procedures that include the flight crewmember requirements contained in subparts Q, R, or S of 14 CFR section 121.</p> <p><i>Sources:</i> 121.467(c)(1)(ii)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.3	<p>Include provisions to add one flight attendant to the minimum flight attendant complement for each flight crewmember who is added under the provisions of 14 CFR part 121 subparts Q, R, and S?</p> <p>SRRs: 121.467(c)(1)(iii)</p> <p><i>Related Design JTIs:</i></p> <p>1. If a Certificate Holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to flight attendants, check that the Certificate Holder's manual system contains written procedures that include provisions to add one flight attendant to the minimum flight attendant complement for each flight crewmember who is in excess of the minimum number required in the aircraft type certificate data sheet and who is assigned to the aircraft under the provisions of subparts Q, R, and S, as applicable, of 14 CFR section 121.</p> <p><i>Sources:</i> 121.467(c)(1)(iii)</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.4	<p>Are approved by the Administrator and are described or referenced in the certificate holder's operations specifications?</p> <p>SRRs: 121.467(c)(1)(iv)</p> <p><i>Related Design JTIs:</i></p> <p>1. If a Certificate Holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>flight attendants, check that the Certificate Holder's manual system contains written procedures that are approved by the Administrator. <i>Sources:</i> 121.467(c)(1)(iv) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP)</p> <p>2. If a Certificate Holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR section 121 to flight attendants, check that the Certificate Holder's manual system has established written procedures that are described or referenced in the Certificate Holder's operations specifications paragraph A032. <i>Sources:</i> 121.467(c)(1)(iv) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP)</p>	
1.13.	<p>Does the certificate holder's operations specifications set forth the number of flight attendants approved for its operation under 14 CFR part 121, sections 121.391(a) and (b)? <i>SRRs:</i> 121.391(c); A.003Airplane Authorization</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14.	<p>Does the certificate holder's manual include instructions and information for personnel to maintain current records of each flight attendant recording flight, duty, and rest time? <i>SRRs:</i> 121.135(a)(1); 121.683(a)(1); 121.683(b); 121.683(c) <i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system includes instructions and information necessary to allow personnel concerned to maintain current records of each flight attendant showing that the flight attendant complies with flight/duty limitations and rest requirements. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 3.1.11(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP)</p> <p>2. Check that the manual system of the Certificate Holder conducting supplemental operations includes instructions and information necessary to allow personnel concerned to maintain the records required by 14 CFR section 121.683(a) at its principal base of operations or at another location used by the Certificate Holder, if approved by the Administrator. <i>Sources:</i> 121.135(a)(1); 121.683(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 3.1.11(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP)</p> <p>3. If the Certificate Holder has a computer record system approved by the Administrator, check that the Certificate Holder's manual system includes instructions and information to personnel concerned to maintain current records of compliance with flight/duty limitations and rest requirements. <i>Sources:</i> 121.135(a)(1); 121.683(c) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 3.1.11(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15.	<p>Does the certificate holder's manual contain the required references to, or excerpts from, operations specifications paragraphs A032 and A003? <i>SRRs:</i> 119.43(b); A.003Airplane Authorization; A.032Adoption of Flight</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	Crewmember Flight Time	
1.16.	If the certificate holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.17.	Does the certificate holder's manual require compliance with operations specifications paragraphs A032 and A003? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.18.	Does the certificate holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specifications paragraphs A032 and A003? SRRs: 119.43(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.19.	<p>Does the certificate holder's Flight Attendant Duty/Rest Time process comply with the related requirements of Amendment 121-241 published in 59FR42974?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If a Certificate Holder assigns a flight attendant to an interim break in duty at a hotel (i.e., less than a minimum rest period), check that the Certificate Holder's manual system has information and instructions to allow personnel concerned to include the break within the duty period limitations. <i>Sources:</i> 121.135(a)(1); 59FR42974 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP) 2. Check that the Certificate Holder's manual system contains instructions and information that a flight attendant who reports for duty to find that the flight has been canceled has begun a duty period and, if released, requires a complete rest period unless the Certificate Holder keeps the flight attendant on duty for reassignment. <i>Sources:</i> 121.135(a)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP) 3. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned so that the Certificate Holder does not manipulate the use of time zones when calculating 7 consecutive calendar days so as to vary the number of hours that comprise any 7 consecutive calendar days. <i>Sources:</i> 121.135(a)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP) 4. Check that the Certificate Holder's manual system contains instructions and information to personnel concerned that if a flight attendant reports for duty and is later reassigned, the scheduled duty time before reassignment must be counted as part of the total duty period. Any changes to a flight attendant's schedule after a duty period begins must be made in accordance with the duty period limitations and rest requirements. <i>Sources:</i> 121.135(a)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20.	Does the certificate holder's Flight Attendant Duty/Rest Time process comply with the guidance contained in Interpretation 1997-6? <i>Related Design JTIs:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ol style="list-style-type: none"> 1. Check that the Certificate Holder's instructions and information regarding flight attendant duty and rest rules include that the Pilot in Command cannot initiate an aircraft operation if s/he knows that certain safety regulations, including flight attendant duty and rest rules, would be violated. <i>Sources:</i> Interpretation 1997-6, Federal Aviation Decisions, page I-137 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.3(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP) 2. Check that the Certificate Holder's instructions and information regarding flight attendant duty and rest rules include that if a flight attendant knows s/he will exceed duty time limitations before the completion of all of his assigned flights for the day, s/he should communicate that fact to both the Certificate Holder's management and the Pilot-in-Command. <i>Sources:</i> Interpretation 1997-6, Federal Aviation Decisions, page I-137 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.3(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP) 	
1.21.	<p>Does the certificate holder's Flight Attendant Duty/Rest Time process comply with the guidance contained in Order 8400.10, volume 3, chapter 16?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If a certificate holder chooses to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR section 121 to flight attendants, check that the certificate holder's manual system has established written procedures that show that the certificate holder applies the definition of "rest period" to flight attendants. <i>Sources:</i> Order 8400.10, volume 3, chapter 16, section 6, paragraph 2405 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP); 6.1.2(OP) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.22.	<p>Does the certificate holder's Flight Attendant Duty/Rest Time process comply with the guidance contained in Flight Standards Handbook Bulletin HBAT 98-08?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. If a Certificate Holder conducts operations with airplanes having a passenger-seat configuration of 30 seats or fewer, excluding each crewmember seat, and a payload capacity of 7,500 pounds or less and chooses to comply with the applicable requirements of part 135, check that the Certificate Holder's manual system has instructions and information to personnel concerned in accordance with 14 CFR section 135.261 through 135.273. <i>Sources:</i> HBAT 98-08(2). <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 6.1.1(OP); 6.1.2(OP) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Does the certificate holder's manual contain general policies for the Flight Attendant Duty/Rest Time process that comply with the SRRs?</p> <p>SRRs: 119.5(l); 119.7(a)(1); 121.135(b)(1); 121.135(b)(24); 121.467(a); 121.467(b); 121.467(c); 121.683</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains a general policy that no person may operate an aircraft under 14 CFR part 121 in 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>violation of an air carrier operating certificate, or appropriate operations specifications issued under part 119. <i>Sources:</i> 119.5(l); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP)</p> <p>2. Check that the Certificate Holder's manual system has a general policy that the Certificate Holder's operations specifications must contain the authorizations, limitations, and procedures for each kind of operation that is conducted. <i>Sources:</i> 119.7(a)(1); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP)</p> <p>3. Check that the Certificate Holder's manual system contains information and instructions necessary to allow personnel concerned to apply "calendar day" as defined in 14 CFR section 121.467(a). <i>Sources:</i> 121.135(a)(1); 121.467(a) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <p>4. Check that the Certificate Holder's manual system contains instructions and information necessary to allow personnel concerned to apply "duty period" as defined in 14 CFR section 121.467(a). <i>Sources:</i> 121.135(a)(1); 121.467(a) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <p>5. Check that the Certificate Holder's manual system contains instructions and information necessary to allow personnel concerned to apply "flight attendant" as defined in 14 CFR section 121.467(a). <i>Sources:</i> 121.135(a)(1); 121.467(a) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p> <p>6. Check that the Certificate Holder's manual system contains instructions and information necessary to allow personnel concerned to apply "rest period" as defined in 14 CFR section 121.467(a). <i>Sources:</i> 121.135(a)(1); 121.467(a) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.4(OP); 4.2.5(OP); 6.1.1(OP)</p>	
3.	<p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	<p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the Flight Attendant Duty/Rest Time process? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	<p>Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the Flight Attendant Duty/Rest Time process? SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the Flight Attendant Duty/Rest Time process:	
1.1.	Is there a control or controls in place to ensure that flight attendants have been given the required rest periods before reporting for duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that flight attendants are free from duties assigned by the certificate holder during required rest periods?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that flight attendants are released from duty for 24 consecutive hours in each 7 consecutive calendar day period?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	If a certificate holder elects to apply the flight crewmember flight time and duty limitations and rest requirements of 14 CFR part 121 to flight attendants, is there a control or controls in place to ensure that applicable requirements are met involving flight time limitations for flight attendants?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Is there a control or controls in place to ensure that flight attendants are scheduled so as not to exceed their duty periods without the required rest and/or augmentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that the certificate holder maintains current records of each flight attendant showing compliance with flight/duty limitations and rest requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Flight Attendant Duty/Rest Time process include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would identify if flight attendants have not been given the required rest periods before reporting for duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would identify if flight attendants have not been free from duties assigned by the certificate holder during required rest periods?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would identify if flight attendants have not been released from duty for 24 consecutive hours in a 7 consecutive calendar day period?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would identify if applicable requirements have not been met involving flight time limitations for flight attendants?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Is there a process measurement or process measurements that would identify if flight attendants have been scheduled to exceed their duty periods without the required rest and/or augmentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a process measurement or process measurements that would identify if the certificate holder has not maintained current records of each flight attendant showing compliance with flight/duty limitations and rest requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information	<input type="checkbox"/> Yes

	contained in its manual were not followed?	<input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual provide for the use of process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 4 - INTERFACES ATTRIBUTE

Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the interfaces associated with the Flight Attendant Duty/Rest Time process that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions: NOTE: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's manual properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 4 - INTERFACES ATTRIBUTE Drop-Down Menu	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES

Objective: The questions in this section of the DCT address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the Flight Attendant Duty/Rest Time process.
2.	Identify the person who has overall authority for the Flight Attendant Duty/Rest Time process.
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

Questions

	To meet this objective, the inspector must answer the following questions:	
1	Does the certificate holder's manual clearly identify who is responsible for the quality of the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Flight Attendant Duty/Rest Time process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the Flight Attendant Duty/Rest Time process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holders' policies, procedures, instructions, and information for the Flight Attendant Duty/Rest Time process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the Flight Attendant Duty/Rest Time	<input type="checkbox"/> Yes

	process?	<input type="checkbox"/> No, Explain
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SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES Drop-Down Menu	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.